



## ENCROACHMENT PERMIT APPLICATION

**City of Imperial**  
**Community Development Department**  
420 South Imperial Avenue  
Imperial, CA 92251  
Phone (760) 355-3326 / Fax (760) 355-4718

<b>Application Permit No.</b>									
Received By:		Submittal Date:		Withdrawn Date:		Denial Date:		Exp. Date	
<b>APPLICANT INFORMATION – Please Print Clearly</b>									
Applicant Name:									
Landowner Name (If Different from the Applicant):									
Agency (City/County/Governmental (if applicable):									
Contact Name:					Title:				
Phone No:			Fax No:			Email			
Address:									
City:					State:			Zip:	
<b>TYPE OF ENCROACHMENT</b>									
Parallel		Waste Discharge		Private Crossing / Crossing			NPDES Permit #		
Drainage Outlet		Tile Line Outlet		Tail water Discharge			Water Supply		
Power Facility		Farm Entrance		Compliance			Temporally/Term #days		
Other									
Service Pipe		Pipe Size:		Use:		Ag		Residential	
Encroachment Affecting Others?		Caltrans		Railroad Right of Way		County		Municipal	
<b>PROJECT INFORMATION</b>									
Project Description (Describe work or activity within Right of Way – Use backside of Sheet is more room is needed):									
Estimated Construction Start Date:					Completion Date:				
Address:								City	
Assessor parcel Number(s):									
Legal Description (May be attached):									
Station:		Tract:		Township:			Range:		
Subdivision Name:				Block:		Lot:			
Canal:		Delivery Gate:			Drain:				
Distance to Closet Canal delivery gate (fee):									
Distance to Closest County Road/City Street (feet):									
<b>PROJECT SUBMITTALS</b>									

- ☐ **Non-refundable \$250 Encroachment Permit Fee (Exempt agencies excluded)**
- ☐ **Estimate Fees:** Includes review, inspection and as-built/record drawing fees. Review, inspection and as-built fee will be determined after review of the application. Additional fees may be due after resolution of costs.
- ☐ **Eight (8) drawing sets** (each set must include plan and profile views) Note: plant sheets that pertain to District facilities
- All drawings must include: a) Project location b) Evaluation with benchmark used and tied to the district's datum c) Distance from district facilities both vertically and horizontally
  - Large project submittals: in addition to the above, all plan pages containing information regarding encroachment(s) shall be tabbed. Encroachments shall be clearly highlighted in fluorescent marker for further clarification. District standard facility drawings must be submitted when applicable including Utility Crossing (L-3086), tail water or Storm water Discharge into Drains (12F06855), and Service Pipe (20F-1394), and must meet the minimum requirements specified in those drawing details. The appropriate data must be filled in where indicated on the standard drawing detail.
  - Provide copies of the following: a) Right of way documents (either existing or required for the country roads b) County road access permits c) California Regional Water Quality Control Board (CRWQCB) permits for point source discharge into IID's system d) CEQA documents e) NEPA documents and f) Other relevant documents as necessary
  - Provide copies of construction survey field notes relevant to encroachment, including a) benchmark and stationing used and tied to the district's datum b) as-built plans. Please note that after construction of any encroachment, the applicant is required to submit as-built plants.

The undersigned applicant and owner/operator hereby applies for permission to encroach of Imperial Irrigation District (District) right of way or District owned property in the County of Imperial or County of Riverside and agrees to do the work in accordance with Dis permitting requirements, Rules and Regulations. The undersigned owner/operator acknowledges that the issuance of the permit will not occur until all conditions and requirements have been met. If approved, the applicant will comply with the "General Provisions" attached hereto and "Special Provisions" to be terminated from the processing of the permit application.

Applicant Signature:		Dated:	
Owner/Operator Signature		Dated:	